

NOTICE TO CONSULTANTS  
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Environmental Services (ENV), plans to use the services of a firm or individual under the category of Control Systems Engineering to plan, design, implement and sustain industrial control systems for wastewater processes.

Funding for this work is now available in the City's Fiscal Year 2013 operating budget. The duration of the contract is 24 months. Work is expected to begin on or about June 2013. The services may include:

1. Plan, design and implement projects for Programmable Logic Controllers, Human Machine Interfaces and Operator Interfaces Terminals.
2. Plan, design and implement historian database to collect process data and alarm/events with OSI PI and SQL software. Design and create reports and applications to display historical and real-time data.
3. Plan, design and implement local area networks (LAN) and wide area networks (WAN) for industrial control systems.
4. Plan, design and implement network security to prevent cyber attacks, and infection from computer malwares and viruses on the industrial control systems.
5. Plan, design and implement a fully integrated industrial control system.
6. Develop standard operating procedures and design standards for control systems.
7. Coordinate and review/comment control systems from others.
8. Plan, design and implement projects to convert physical to virtual machine using VMWare software.

Submittal Materials Requirement

1. Letter of interest
2. Information on the firm/consultant:
  - a. Name of the firm, the principle place of business, and location of all its offices;
  - b. The age of the firm and its average numbers of employees over the past five years;
  - c. The education, training, experience (including wastewater utility management experience), and qualifications of key members of the firm;
  - d. The names of five clients who may be contacted with their email and phone numbers; and,

- e. Past record of performance on contracts with respect to industrial control systems, quality of work and ability to meet schedules.
  - f. List at least three industrial control system projects in the wastewater industry that utilized the Logix platforms. System components shall include ControlLogix and/or CompactLogix controllers, ControlNet and/or DeviceNet networks, Ethernet TCP/IP and Ethernet IP networks, FactoryTalk View and FactoryTalk Historian. Project(s) should have been completed in the last 5 years. For each project, list the scope of services performed, the cost of the project, references with contact information, the type/number of processors involved and the number of different network protocols used, brief description of the control systems.
  - g. List one industrial control system project that utilized ANSI/ISA-88 methodology. List the scope of services performed, the cost of the project, references with contact information, description of the control systems and sample work of applied ANSI/ISA-88.
3. Other related information:
- a. Proposed staff commitment and availability, including any sub-consultants and descriptions of their roles and responsibilities;
  - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The resume of staff shall, at minimum, include:
    - (i) Education– List bachelor of science or higher degree in engineering from associated accredited university.
    - (ii) Training - List of Rockwell Automation training or equivalent courses completed. And any other training related to industrial control systems.
    - (iii) Experience – List of control systems projects.
  - c. Qualifications and experience of the firm with respect to the tasks related to this solicitation. Provide a list of similar or related services undertaken and completed within the last five years. Include the owners of the projects, date, the cost of the projects, and the scope of services performed;
  - d. The proposed approach to conduct the work;
  - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.
4. Additional materials, e.g. promotion materials, may be submitted but are not required.

#### Selection Criteria

The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project type;

2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time; and
4. Any additional criteria determined in writing by the selection committee to be relevant to the purchasing agency's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

Deadline

1. An original, and four (4) hard copies of the submittal materials packet shall be submitted no later than **March 21, 2013, 2:30 P.M., Hawaii Standard Time (HST)**, to:  

Mr. Edmund Lung, Electrical Engineer  
Department of Environmental Services  
1350 Sand Island Parkway  
Honolulu, HI 96819
2. An electronic PDF document of the final submittal materials must also be emailed by the above deadline to [ipescador@honolulu.gov](mailto:ipescador@honolulu.gov) and [elung@honolulu.gov](mailto:elung@honolulu.gov). (The original and four hard copies are still required).
3. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the services required for the project. Submittal materials submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed to Edmund Lung, Electrical Engineer, Department of Environmental Services at the email addresses [elung@honolulu.gov](mailto:elung@honolulu.gov) and [ipescador@honolulu.gov](mailto:ipescador@honolulu.gov).



For Nelson H. Koyanagi, Acting Director  
Department of Budget and Fiscal Services *NH*